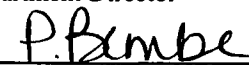


CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-121
	PUBLIC WORKS	Division: INSPECTION & PERMITS
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain for three years, then destroy.
2.	Building Permits Contains all applications, plans, blueprints, drawings, receipts for fees paid, correspondence, inspection results and other paperwork as it relates to the issuance of building permits for all construction performed in the City of Annapolis.	Retain paper copies for two years, convert to film and retain for eight years, then destroy.
3.	Electrical Permits All paperwork related to the issuance of electrical permits for properties located in the City including electrical contractor license applications, receipts for fees paid, electrical permits, inspection results and related correspondence.	Retain for five years, then destroy.
4.	Fence Permits All paperwork related to issuance of permits for all fences erected within the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.	Retain for three years, then destroy.


 Department Director

3-1-00
 Date


 City Clerk

3/10/00
 Date


 Schedule Approved by State Archivist

APR 27 2000

Date

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-121
	PUBLIC WORKS	Division: INSPECTION & PERMITS
Item No.	Description	Retention
5.	Grading Permits Files include all paperwork relating to grading, storm water management and erosion control due to construction in the City of Annapolis. Includes receipts for fees paid, applications, drawings, progress reports and related correspondence.	Retain for five years, then destroy.
6.	Plumbing Permits All paperwork related to the issuance of plumbing permits for properties located in the City including plumbing contractor license applications, receipts for fees paid, plumbing permits, receipts and related paperwork for waste and sewer connections, paperwork relating to mechanical permits issued; receipts for capital facilities, impact fees.	Retain information on computer for five years, then destroy.
7.	Rental Unit and Roominghouse Licenses Contains all applications for rental unit and roominghouse licenses, receipts for annual fees paid, results of inspections for rental units, abandoned vehicle complaints, overgrowth complaints, structures that are unfit, infested and/or un-inhabitable.	Retain for ten years, then destroy.
8.	Sign Permits All paperwork related to the issuance of permits for all signage located in the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.	Retain for three years, then destroy.

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
		PAGE <u>1</u> OF <u>8</u>			
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title BUILDING PERMITS				5. Earliest Year/Latest Year 1985 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains all applications, plans, blueprints, drawings, receipts for fees paid, correspondence, inspection results and other paperwork as it relates to the issuance of building permits for all construction performed in the City of Annapolis.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>125</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) <u>Floppy disks</u>	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>30</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) <u>Floppy Disk (1)</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>@ 2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Storage area in basement of City Hall; Annap. Water Plant; throughout City Hall			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements Information on permits issued is provided to the State/County <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For inactive stored material			18. Recommended Retention at least 10 years PAPER COPIES - 2YRS; CONVERT TO FILM - 8YRS; THEN DESTROY		
19. Name and Title of Preparer Maria R. Ball, Permits Administrator					
20. Telephone Number (410) 263-7946				21. Date 08/21/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u>2</u> OF <u>8</u>
1. Department PUBLIC WORKS	2. Division INSPECTIONS & PERMITS	3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title ELECTRICAL PERMITS		5. Earliest Year/Latest Year 1991 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All paperwork related to the issuance of electrical permits for properties located in the City including electrical contractor license applications, receipts for fees paid, electrical permits, inspection results and related correspondence.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>8</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) <u>Floppy disks (@3)</u> 10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>5</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After (jobs are finalized) <u>@ 2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg. Floor. Room) Throughout offices and third floor hallway of City Hall.		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention 5 years	
19. Name and Title of Preparer Maria R. Ball, Permits Administrator			
20. Telephone Number (410) 263-7946		21. Date 08/21/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>3</u> OF <u>8</u>	
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title FENCE PERMITS				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. All paperwork related to issuance of permits for all fences erected within the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>9</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>2</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>6</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Basement storage area of City Hall & 3rd floor of City Hall in the office.			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Listed alphabetically by computer with a numerical cross-reference in file drawer			18. Recommended Retention 3 years		
19. Name and Title of Preparer MARIA R. BALL, PERMITS ADMINISTRATOR					
20. Telephone Number (410) 263-7946				21. Date 08/26/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
		PAGE <u>4</u> OF <u>8</u>			
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title GENERAL CORRESPONDENCE				5. Earliest Year/Latest Year 1977 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. These files consist of miscellaneous information relating to specific development throughout the City. Includes chron files, bond files, and general correspondence generated during preliminary review of a project. Also, includes correspondence relating to purchasing of office supplies and equipment.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>125</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
		10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>10</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After (varies according to specific file) _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor. Room) In basement storage area of City Hall and 3rd floor of City Hall			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 years or less		
19. Name and Title of Preparer Maria R. Ball, Permits Administrator					
20. Telephone Number (410) 263-7946				21. Date 08/26/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>5</u> OF <u>8</u>	
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title GRADING PERMITS				5. Earliest Year/Latest Year 1986 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Includes all paperwork relating to grading, stormwater management and erosion control due to construction in the City of Annapolis. Includes receipts for fees paid, applications, drawings, progress reports and related correspondence.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>13</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) <u>Floppy</u> <div style="text-align: right;">Disks</div>	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) <u>2</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After job is completed <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) <div style="text-align: right;"><u>Number</u></div>		
13. Current Location(s) (Bldg. Floor, Room) In storage area of City Hall (base- ment) and 3rd floor Inspections Ofc.			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Listed alphabetically on computer but numerically in file drawer.			18. Recommended Retention 5 years		
19. Name and Title of Preparer MARIA R. BALL, PERMITS ADMINISTRATOR					
20. Telephone Number (410) 263-7946				21. Date 08/26/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u>6</u> OF <u>8</u>	
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title PLUMBING PERMITS				5. Earliest Year/Latest Year <u>1979</u> to <u>1996</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. All paperwork related to the issuance of plumbing permits for properties located in the City including plumbing contractor license applications, receipts for fees paid, plumbing permits, receipts & related paperwork for water and sewer connections, paperwork relating to mechanical permits issued; receipts for capital facilities, impact fees.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>15</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
		10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>8</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After - job has been finalized. <u>@2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Throughout offices and hallway of City Hall.			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Information should be entered into computer and then paperwork should be destroyed after 5 years; COMPUTER FOR 8 YRS; THEN DESTROY		
19. Name and Title of Preparer Maria R. Ball, Permits Administrator					
20. Telephone Number (410) 263-7946				21. Date 08/21/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u>7</u> OF <u>8</u>	
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title RENTAL FILES				5. Earliest Year/Latest Year 1978 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Contains all applications for rental licenses, receipts for annual fees paid, results of inspections of rental units, abandoned vehicle complaints, overgrowth complaints, structures that are unfit, infested and/or uninhabitable.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume _____ <u>Number</u> <input checked="" type="checkbox"/> File Drawer(s) <u>50</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ 10. Annual Accumulation _____ <u>Number</u> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After one year AFTER notification that unit is no longer _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number a rental; otherwise file remains active		
13. Current Location(s) (Bldg. Floor, Room) 3rd Floor of City Hall in Inspections Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Entire life of legal rental unit APPLICATIONS - PERMANENT EVERYTHING ELSE - 10 YRS		
19. Name and Title of Preparer Maria R. Ball, Permits Administrator					
20. Telephone Number (410) 263-7946				21. Date 08/21/96 / 6-7-99	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u>8</u> OF <u>8</u>	
1. Department PUBLIC WORKS		2. Division INSPECTIONS & PERMITS		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title SIGN PERMITS				5. Earliest Year/Latest Year 1991 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. All paperwork related to the issuance of permits for all signage located in the City of Annapolis. Includes receipts for fees paid, applications, drawings, inspection results and related correspondence.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>6</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>2</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>4</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Third floor of City Hall and storage area in basement of City Hall			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Permits are given a permit number chronologically as issued.,			18. Recommended Retention 3 years		
19. Name and Title of Preparer MARIA R. BALL, PERMITS ADMINISTRATOR					
20. Telephone Number (410) 263-7946				21. Date 08/23/96 / 6-7-99	